

## COLUMNS

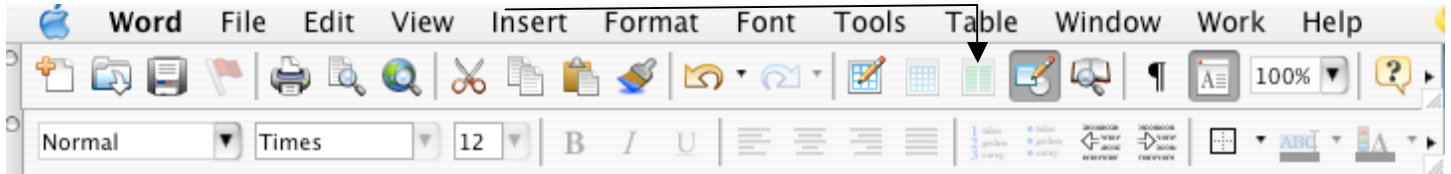
- \*\* Attach this sheet to printout! \*\* \*
- 2 Files Saved to your folder

### DIRECTIONS:

Open **05Full.LastName**

## PART I: TWO EQUAL WIDTH COLUMNS

1. **SELECT only the text of the document.** Place your cursor at the beginning of the first paragraph and then scroll to the end of the document and hold the shift key while you place the cursor at the end of the document. The text is selected.
2. Click **COLUMNS** on the toolbar

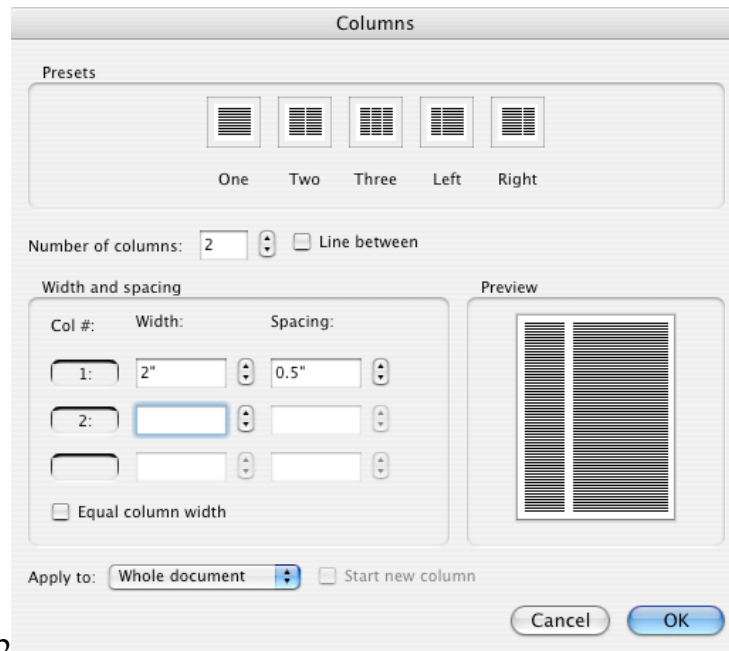


3. Drag to select the number of columns you need (two in this case)
4. Go to **FILE** and **SAVE AS**, name this **09.last name** and save to your folder.

## Unequal Columns Width

## PART II: TWO VARIABLE WIDTH COLUMNS

1. **SELECT** the paragraphs of text in the document.
2. Under the **FORMAT** menu select **COLUMNS**
3. Select number of columns as 2
4. Uncheck the equal column width box



5. Change column one width to 2
6. Click **OK**
7. Go to **FILE** and **SAVE AS**, name this **09B.last name** and save to your folder.
8. **Tell the teacher and have it checked with the files open on your computer screen.**